



**NOTICE TO THE TRADE
AMS Vendors
WBSCM Refresher Trainings**

The Agricultural Marketing Service (AMS) is providing current and potential vendors an opportunity to participate in a LiveMeeting (Microsoft Office LiveMeeting 2007) for the Web-Based Supply Chain Management (WBSCM) System's Submitting Offers, Advance Shipping Notification (ASN), Invoice training and a brief overview of the Corporate Vendor Administrator (CVA) duties.

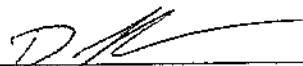
The LiveMeeting will walk vendors through instructor-led exercises on each item above. Below are the dates and times that AMS will be offering the training. If you wish to participate please submit your name, email address, company name, training session, and date preferred to the AMS Help Desk at WBSCMAMSHelpDesk@ams.usda.gov.

Training	Date	Time (Eastern)
Submitting Offers, ASN, Invoice, & CVA	May 6, 2015	1:00 p.m.–3:00 p.m.
Submitting Offers, ASN, Invoice, & CVA	June 3, 2015	1:00 p.m.–3:00 p.m.
Submitting Offers, ASN, Invoice, & CVA	July 1, 2015	1:00 p.m.–3:00 p.m.
Submitting Offers, ASN, Invoice, & CVA	August 5, 2015	1:00 p.m.–3:00 p.m.

Once the training has been set-up, you will receive an email notifying you of the training the day before the schedule training date. Please follow the instructions in the meeting notice for accessing LiveMeeting. Space is limited to 25 participants in each session.

In addition to the live meeting training, there is a WBSCM training environment available to practice the various business transactions. The training environment is available from 1:00 p.m. Monday through 12:00 p.m. Friday (Eastern Time). The data is refreshed each week. To obtain a login ID and a training data set, please send an e-mail to the WBSCMAMSHelpdesk@ams.usda.gov.

If you have questions regarding the LiveMeeting training or the training environment, please contact Sue Olson at 315-946-5074 (office); 202-222-5592 (cell) or send an e-mail to the WBSCMAMSHelpdesk@ams.usda.gov



David Tuckwiller
Director

Together We're Making a Difference: American Agriculture for the American People.

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